

### 2014 CMT and CAPT SCIENCE Administration

As you are aware, all districts must administer CMT and CAPT Science. This update is intended for District Test Coordinators from districts that are participating in the CMT and CAPT for Science only in spring 2014. Below you will find information about schedules, resources, and details regarding the administration of these tests.

The CMT and CAPT Science can be administered from **March 3 to March 28, 2014**. The CMT science in grades 5 and 8 is a single session test. The CAPT science in grade 10 (and grades 11 & 12 retest) is a 2-session test. Testing times by grade level are as follows:

Standard grade 5 CMT consists of the following sessions.

Test Session	Testing Time	Directions Time	Total Time
Science Practice Test	10 minutes		10 minutes
Science	65 minutes	10 minutes	75 minutes

Standard Grade 8 CMT consists of the following sessions.

Test Session	Testing Time	Directions Time	Total Time
Science Practice Test	10 minutes		10 minutes
Science	70 minutes	10 minutes	80 minutes

Standard Grade 10 (Grades 11 & 12 retest) CAPT consists of the following sessions.

Test Session	Testing Time	Directions Time	Total Time
Science Practice Test	10 minutes		10 minutes
Science Session 1	50 minutes	15 minutes	65 minutes
Science Session 2	50 minutes	5 minutes	55 minutes

The CMT and CAPT science sessions may be scheduled on any day within the testing window. Students who are absent from any test session should be administered a make-up test as soon as possible after returning to school. All testing should be completed as early as possible in the testing window and materials should be promptly returned to Measurement Incorporated (MI) for processing.

All necessary materials (including test booklets, student barcode labels, and administration manuals) are scheduled to arrive in districts by February 6, 2014. The number of test materials is based on enrollment data from the October 2013 Public School Information System (PSIS) data collection. CMT Science test booklets for all Grade 5 and 8 students and CAPT Science test and answer booklets for grade 10 and grades 11 & 12 retest students will be delivered along with an overage. Because there is far less material being shipped this year, most districts that received courier shipments in the past will receive their science test materials via FedEx in 2014.

A training module will be made available online for 2014 CMT and CAPT Science administration for use by District Test Coordinators and qualified test examiners. The training module will be available in early February on the [student assessment section](#) of the CT State Department of Education website. Test Coordinator Manuals and Test Examiner Manuals will be sent to districts in February as well.

### **Testing Accommodations for Students with Special Needs**

The [Assessment Guidelines](#) provides guidance about assessing special student populations. Based upon accommodation, the 2014 CMT and CAPT Science may be administered on the Measurement Incorporated Secure Testing (MIST) website.

### **The Measurement Incorporated Secure Testing (MIST) Program**

The MIST program must be downloaded onto each computer that will be used for the 2014 CMT and CAPT science administration. Go to <https://mist.measinc.com/mist.exe> (Microsoft Windows) or <https://mist.measinc.com/mist.zip> (Macintosh) and follow the instructions in the [MIST Technical Guide](#) to save the MIST applet onto each testing computer desktop. This guide provides general operating system, browser information and instructions to download the applet.

If the MIST applet is already on computer desktops, verify that the version is current by double-clicking on the MIST icon and clicking “run” to start the program. If a message is displayed stating that the version is not current, complete the downloading instructions.

The MIST program provides most of the test directions to the student through a Text Reader function. If multiple students are assessed in the same test setting, each student must have a set of headphones. However, the *MIST Test Examiner’s Manual* is still needed to administer a test session. The test examiner must read science test directions provided in the *MIST Test Examiner’s Manual* to students, which supplement the text reader directions provided to each student via the MIST program.

### **The Measurement Incorporated Secure Testing (MIST) Practice Site**

For those students identified with special needs in Science using MIST, it is recommended that they practice answering test items using the MIST Practice Site. The MIST Practice Site (<https://mist.measinc.com/Proctor/Practice/>) is currently available for students taking CMT and CAPT science on MIST. The MIST practice site not only provides an environment for students to answer questions on a computer, but it also allows them to practice using the various tools that are available to help them respond to test items. Additionally, the MIST Practice Site will provide an opportunity to verify that specific peripherals are functioning properly (including hardware such as special keyboards and software such as Dragon Naturally Speaking). There is no username/password required to use the MIST Practice Site. Technical questions about the MIST application should be directed to the MIST Technical Support Desk at 866-691-1148.

### **Test Accommodations Available on MIST**

The following list of MIST test accommodations is unchanged from last year. In addition to the computer response and text reader, the following test accommodations are also available through the MIST program.

- Voice Recognition Software/Speech-to-Text (This test accommodation requires software to be installed on the student’s computer prior to testing.)

- Students assessed with the Large Print Test Booklet may, as an alternative, use the magnification tool on the MIST program.
- Students identified to be administered the CMT or CAPT science test with the following accommodations may, as an alternative, use the MIST program:
  1. Bubbler – Test Booklet Only
  2. Circle Answers in Test Booklet

### **Special Accommodations**

In some circumstances, there may be a student whose disabilities are such that the allowable accommodations will be insufficient to provide access to the standard CMT and CAPT science test. In these cases, the District Test Coordinator must contact the Student Assessment Office before the start of testing for guidance on whether special accommodations might be appropriate. For students requiring special accommodations, it is essential that a completed petition packet (provided by Student Assessment Office) be sent by the District Test Coordinator to the Student Assessment Office by Monday, January 27, 2014. No student is allowed special accommodations during testing without written permission from the Student Assessment Office.

### **Medical Exemptions**

District Test Coordinators requesting medical exemptions will also need to contact the Student Assessment Office prior to the start of testing. See the [Assessment Guidelines](#) for information about medical exemptions. For districts requesting a medical exemption for a student, completed medical exemption documentation must be submitted by the District Test Coordinator to the Student assessment Office by Monday, April 7, 2014.

### **Special Requests**

For both special accommodations and medical exemption requests or questions, District Test Coordinators must contact Joe Amenta at 860-713-6855 or Janet Stuck at 860-713-6837 before the start of testing.

### **Contact Information**

Contact the Student Assessment Office at 860-713-6860 or at [CMT@ct.gov](mailto:CMT@ct.gov) or [CAPT@ct.gov](mailto:CAPT@ct.gov) with questions regarding the security of test materials, appropriate security procedures, and/or the 2014 CMT and CAPT Science administrations.